



A public passenger endorsement is required to operate the following types of vehicles:

Endorsement	Type of Vehicle
S	School Bus
V	Student Transportation
A	Activity Vehicle
F	Service Bus, Taxi and Livery

The following documents must be submitted in person by the applicant at **the DMV's Bridgeport, Danbury, Hamden, Waterbury, Wethersfield or Willimantic offices** and signed in front of a DMV Licensing Agent/Inspector or Sergeant to obtain a public passenger endorsement.

1. ____ Application for Public Passenger Endorsement (R7)

- All questions #1-23 must be answered. Incomplete applications will not be accepted. (Please print clearly)
- Employers name and address (#10) must be listed. If unemployed, state so.
- Failure to disclose criminal history (#22 & #23) will result in denial.
- S, V and A operators: Must sign DCF Release.

NOTE: If an email address is provided on the application for Public Passenger Endorsement (R-7) you will receive all correspondence regarding your endorsement via email. Written notification will not be sent. We highly suggest that you provide an email address as it may shorten the processing time of your application. (Average processing time is 6-8 weeks).

2. ____ Examination to Determine Physical Condition of Driver (R-323) or a completed medical form, which states "in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49)". Physical/medical form must be completed and signed by the doctor and dated within the past 90 days.

3. ____ Connecticut State Police Fingerprints (DPS-125C rev 7/95)

4. ____ Federal Fingerprints (FD/258 rev 12/29/82)

NOTE: Fingerprint cards (State & Federal) can be obtained at DMV or your local police department. However, the fingerprinting process must be done at your local police department or CT State Police headquarters. Fill out the information on the card before being fingerprinted. **Do not fold** the fingerprint cards.

5. ____ A personal check, bank check or money order made payable to "DMV" for \$16.50 for fingerprint processing.

6. ____ Valid Connecticut drivers license with acceptable driving record.

NOTE: If your CT license was issued less than 5 years ago, you must also submit a **certified** driving history regardless if you held a driver license and a **certified** criminal history from all previous states where you resided in the past 5 years regardless if you held a driver license. (Applicants from the following **CLOSED** record states: AZ, CA, MS, NC, TN, and VT are only required to submit a certified driving history).

7. ____ **Sex Offender check:** A sex offender check must be run on the applicant name at <http://www.nsopw.gov> (if there are AKA's all names must be run). The check submitted must have a date stamp from the printer it is printed from. The date stamp must be within five (5) days of the date of application.

Process: Once the above documentation is accepted by branch office it will be forwarded to the Passenger Endorsement Review Unit to be examined. This examination will take approx. 6-8 weeks. After the examination is complete an approval/denial letter will be sent to the applicant. (NOTE: If an email address is provided the approval/denial letter will be emailed to the applicant). If the applicant is approved the applicant must present the following at a local branch office:

- Approval letter/email
- Current CT driver license
- Applicable fees for endorsement (\$12 per year/\$1.00 per month)

(S endorsement must have passed proficiency test/V endorsement must present a training certificate (R-360) in addition to the approval letter)

All applicants must be in the office one hour before closing.

DMV Hours are: Tuesday, Wednesday & Friday 7:45 am to 4:00 pm,
Thursday 9:15 am to 5:30 pm, Saturday 8:00 am to 12:30 pm. Closed Mondays and Holidays.